

OFFICE TECHNICIAN (TYPING)

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATION

Position is located at:

Board of Prison Terms
Hearings Division
1515 K Street, Suite 600
Sacramento, CA 95814

POSITION STATEMENT

(Limited Term, 12 Months, Full-Time Position)

Responsibilities include:

Performs secretarial duties for 3 ACDCs to include preparing memos, Hearing Directives and correspondence, Provides data entry for programs associated with the Hearings Division, Provides general support for the more complex clerical tasks for the Hearings Division.

Obtains inmate/parolee information from RSTS and OBIS to determine location parole status, etc. to answer various correspondence, Maintains various rosters for field staff, Updates 7-k calendars and 998 templates for the CC I's and CC II's use, Maintains revocation extension database and disbursement of revocation extension packets to field, Coordinates bi-monthly mailing to field staff, Gathers second-serve information from all regions to prepare and distribute the weekly BPT Serve Status Report, Maintains filing and tracking systems, Processes time sheets for Northern Hearings Division staff, Coordinates state vehicle duties which include monthly submission of mileage logs, updating mileage log database, maintaining master vehicle assignment list, arranging for new/replacement gas cards & registration tags, and preparing under cover and vehicle home storage permits, Coordinates the disbursement or return of state issued equipment for new, retiring or resigning field staff, Makes travel arrangements, schedules meetings, makes photocopies, answers telephone inquiries and provides assistance to the general public and other state agencies, or makes referrals when necessary, Creates and monitors supply orders.

Serves as back-up to the Executive Assistant for the Chief Deputy Commissioner, Assists Training Unit with preparations for various upcoming training, Coordinates interviews for Hearings Division, Performs other miscellaneous clerical duties as required.

SALARY

\$2510.00 - \$3050.00
(full time salary)

DESIRABLE QUALIFICATIONS

- Knowledge of Microsoft Word, Excel, Access, and Outlook.
- Must have effective organizational, communication, and interpersonal skills, and ability to multitask, take initiative, work independently, and maintain confidentiality.
- Awareness of the organization, mission and values of the Board of Prison Terms.

FINAL FILING DATE

OCTOBER 22, 2004

SEND APPLICATION TO

Board of Prison Terms
1515 K Street
Sacramento, CA 95814

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Please indicate your eligibility for this classification on the state application. Applicants are required to submit a State Application (Form 678) by the final filing date **October 22, 2004**

FOR ADDITIONAL INFORMATION CONTACT: JOHN INIGUEZ, ACDC (916) 324-1950